



Radio Communications Technician

Job Code: 0536

Originated: 11/2005

Salary Grade: 1404

FLSA: Non-Exempt

Revised: 6/2006

EEO Code: 22

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

The fundamental reason the Radio Communications Technician position exists is to perform a wide variety of duties for the City's radio communications systems in troubleshooting, repairing, and programming various communications equipment. Responsible for implementing efficient data processing techniques to track and inventory radio equipment. The position shall implement and execute appropriate periodic maintenance schedules on all radio equipment, and assist with establishing budgetary recommendations for upgrading/replacing equipment.

DISTINGUISHING CHARACTERISTICS

This position is non-supervisory and receives direct supervision from the Radio Communications Engineer.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Installs, maintains, tests, and performs minor repairs on subscriber radio equipment, fixed base station equipment, laptop computers, and modems. Insures an adequate stock of parts, including knobs, antennas and batteries for all communication equipment. Assists with training of radio end users when new equipment is introduced.
- Operates and calibrates electronic test equipment. Operates a city motor vehicle.
- Troubleshoots component circuitry boards to determine source of failure or malfunction.
- Installs, repairs and maintains two way radio equipment, i.e. connect wires, mount units and antennas. Examines equipment for defective components or faulty wiring or connections, replaces components, etc.
- Develops/implements new radio programming templates, and establishes radio ID and talk group assignments.
- Programs laptop computers, configures software, modems, and designs radio system templates.
- Diagnoses computer and modem problems to determine cause of malfunction, adjust bios allocations, and upgrade systems. Assists in the evaluation and testing of network and software and hardware products.

- Performs troubleshooting of all radio communications including base stations to determine the proper contracted agent to respond to repair equipment. Works with technicians from Maricopa County and Motorola System Engineers to insure all facets of the 800 MHz systems are in proper working order.
- Insures the radio, modem, and security key card databases are current.
- Assists in the preparation of specifications, and makes recommendations on the purchase of communications equipment; maintains contact with vendors to obtain information on product changes and new products and test new products and equipment.
- Prepares reports, controls equipment, and insures inventory levels are current and adequate. Retains records and reports of electronic system performance, work accomplished and other information as required.
- Maintains the wireless communication equipment inventory on all assigned assets.
- Performs on-call duties on a rotational basis.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Techniques and procedures of electronic, electrical, digital, voice radio, data, and related communication theory and repair methods.

Electronics and telecommunications networking.

Semiconductor theory.

Ability to:

Perform research and prepare statistical information.

Set-up computer programs related to programming and equipment inventory.

Prioritize daily activities, meet deadlines and effectively handle unexpected situations; self-motivate and work with minimal supervision.

Understand, make inferences and follow oral and written directions.

Effectively diagnose problems; run diagnostic programs to locate malfunctions.

Ascertain facts through testing and observation, analyze methods and procedures, and test system segments to determine requirement adequacy.

Comprehend technical instructions and translate to lay terms for organizational comprehension.

Demonstrate strong customer service and interpersonal skills.

Establish and maintain effective working relationships with vendors, co-workers, and city staff at all levels and the general public.

Use various electrician hand tools, i.e. soldering tools, snips, screwdrivers, pliers, wire cutters, etc.

Demonstrate experience and proficiency in using a personal computer, a variety of software, and other equipment essential to performing daily activities.

Education and Experience

Requires a minimum of three years College coursework in Wireless Communications/Computer Sciences and three years experience in experience troubleshooting, maintaining, and repairing a wide variety of electronic, radio and digital communications equipment.

Licensing and Other Requirements

Requires a valid standard Arizona Drivers License with no major driving violations within the last 39 months.

SUPERVISION RECEIVED AND EXERCISED

This classification works under moderate supervision and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working conditions may be small cramped areas, cold temperatures and/or high volume of noise; and require climbing ladders or steps to reach objects, and stooping and bending.
- Operates a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination.
- Moves heavy objects, including Radio Gear, computer terminals, printers, cabling, etc., weighing 50 pounds or more to deliver equipment to various work sites.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.